

## **CHECKLIST FOR SEIU-UHW CANDIDATES FOR EXECUTIVE BOARD POSITIONS**

**(All members seeking nomination should follow this checklist to ensure validation of their candidacy)**

- Confirm Eligibility - Member in Good Standing for One Year:** Confirm you have been a member in good standing (dues current) for at least one year by calling the membership department at 510-251-1250.
- Determine Leadership Position:** Check the constituency charts for your division or for the union-wide positions and determine the position and the constituency for that position. (Posted at: [www.seiu-uhw.org/boardelections](http://www.seiu-uhw.org/boardelections); available from an SEIU office, your union rep, or by emailing [boardelections@seiu-uhw.org](mailto:boardelections@seiu-uhw.org) or calling 510-587-4505.)
- Understand the Nomination and Election Rules:** Read the nomination and election guidelines (Available as above.)

### **Complete Nomination Form**

- Obtain the correct NOMINATION FORM and NOMINATION PETITION FORM for the position you are seeking. (Download from website; obtain from SEIU-UHW Office; email [boardelections@seiu-uhw.org](mailto:boardelections@seiu-uhw.org) or call 510-587-4505;
- Clearly print your name on the first line;
- Check ONLY ONE position;
- Clearly print all the information on the bottom of the nomination form and SIGN the form.

### **Complete Nomination Petitions**

- Print your name on the top of each petition in the proper place for the position you are seeking and enter the slate name if you are running with a slate.
- Gather the required number of signatures of members in the constituency for the position you are seeking. NOTE: the election committee recommends at least 20 more signatures than required to ensure validation. Members who sign your petition are required to write their home address; encourage them to complete the other information requested as clearly as possible as it assists verification of your petition and is only shared with the election committee and the union's membership department.
- Sign the petition on at least one page of the petition forms.
- Candidate Statement** (encouraged but not required): Prepare a candidate statement of no more than 200 words and one picture (optional) and email it to [boardelections@seiu-uhw.org](mailto:boardelections@seiu-uhw.org) or submit it with your nomination packet by the nomination deadline. COPY: Make a copy of your entire nomination packet - your completed nomination form, completed original nomination petitions and candidate statement for your records.
- Submit by deadline:** Allow enough mailing time for your nomination packet to reach P.O. Box 23323, Oakland CA, 94623 no later than the nomination deadline of **April 23, 2018 at 5 p.m.**

### **Any questions, contact the Election Committee:**

Email: [BoardElections@seiu-uhw.org](mailto:BoardElections@seiu-uhw.org)

Phone: 510.587.4505